



GSA Federal Acquisition Training Symposium

April 25 – 26, 2017
Huntsville, AL

Learn > Discuss > Connect

Interact

Quarters Furniture Under the NSN Program (GSA Global Supply)

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GSA Integrated Workplace Acquisition Center

April 25, 2017

Agenda

- Furniture Buying Programs
- NSN Overview
- Benefits of the NSN Program
- NSN Ordering and Payment Options
- Available Furniture Products
- Site Navigation

GSA's Integrated Workplace Acquisition Center (IWAC) Furniture Buying Programs

- National Stock Number (NSN) Program
 - Requisitioning furniture through Global Supply
- Multiple Award Schedules (MAS)
 - Pre-negotiated IDIQ contracts available for use
- Assisted Acquisition Services
 - Acquisition support when contracting resources are needed

National Stock Number (NSN) Overview

- NSN is part of the Federal Supply System
- An NSN is a 13-digit numeric code identifying a standardized supply item (i.e 7110-01-555-8494).
- The NSN Program is a requisitioning solution under GSA Global Supply.

Why use the NSN Program?

- Requisitions with GSA Global Supply are Government-to-Government transactions, a simple requisition between agencies
 - Eliminates transmittal of RWA or MIPRS
- Reduced acquisition workload - GSA has already satisfied all FAR requirements, including trade agreement policies, socioeconomic goals, AbilityOne mandates, and executive orders.
- Supports Small Business and Socio-Economic goals

Why use the NSN Program?

- Reduces agency risk - GSA ensures compliance
- Quick delivery timeframes (5 – 30 days)
- Multiple ordering options
 - GSA Global Supply ordering site
www.gsaglobalsupply.gsa.gov
 - GSA Advantage! - www.gsaadvantage.gov
 - Phone National Customer Service Center (NCSC)
at 800-488-3111
 - FEDSTRIP/MILSTRIP requisitions

Payment Options

- Government Purchase Card
- Payment via DoD Activity Address Code (DODAAC) or Civilian Activity Address Code (AAC)
 - Benefits to using DODAAC/AAC:
 - GSA integration with DOD and civilian financial systems
 - Reduced risk of misuse of purchase cards
 - Reduced administrative burden associated with purchase card reconciliation
 - Encourages use of GSA solutions to manage agency spend -- AACs can only be used in government-to-government requisitions

Furniture available for NSN ordering

➤ www.gsa.gov/furniturensn



www.gsa.gov/furniturensn

GSA

TRAVEL

REAL ESTATE

ACQUISITION

TECHNOLOGY

POLICY &
REGULATIONS

ABOUT US



Home > Acquisition > Products & Services > Office Management > Furniture > Furniture NSNs >

FURNITURE

Overview

Environmentally-Friendly Prods &
Srvcs

For Customers

For Vendors

> Furniture NSNs

Contemporary Oak Furniture

Ergonomic Office Seating

Executive Wood Furniture

Furniture Schedules

Furniture Standards

GSA Technical Documents

Procurement Opportunities

National Stock Numbers for Furniture

The National Stock Number (NSN) Program is a requisitioning solution under GSA Global Supply. Requisition is a simple method for agencies to acquire products directly from GSA. Agencies submit a requisition/order to GSA for a simple government-to-government transfer that is quick, safe and compliant.

GSA has already conducted a competitive procurement, and complies with Federal Acquisition Regulations (FAR) and other relevant regulations. Therefore, requisitions, regardless of size, satisfy all Federal Acquisition Regulation (FAR) requirements, including environmental initiatives, trade agreement policies, socioeconomic goals, AbilityOne mandates, and executive orders.

Customers place orders using a SmartPay® purchase card or arrange direct billing using their Activity Address Code (AAC/DoDAAC) or the equivalent. Product fulfillment, order status, billing support and comprehensive customer service for agencies using the requisition method is provided by GSA.

View the NSNs available for each product line below:

- [Sit-to-Stand Work Surfaces](#) **New!**
- [Seating](#)
- [Workstations and Desks](#)
- [Filing and Storage](#)
- [Tables](#)
- [Dormitory and Quarters](#)

CONTACTS

[National Customer Service
Center](#)
(800) 488-3111

- [View Contact Details](#)

www.gsa.gov/furnitureasn



U.S. General Services Administration

**Dual Monitor
Sit-To-Stand Work Surface**
White 7110-01-653-5901
Black 7110-01-653-7595



**Freestanding Desktop
Sit-To-Stand Work Surface**
White 7110-01-653-5899
Black 7110-01-653-5900



Freestanding model
(shown above in black
and to the left in white)
ships fully assembled and
requires no mounting or clamping.

Contract Prices:

Please refer to
www.globalsupply.gsa.gov
for the most current pricing.

Dorm and Quarters Seating Brochure



Type VIII, Style E Chair

20W x 27D x 31¼H

7105-01-462-XXXX

This 2-postion chair has a solid oak frame that's joints are reinforced with pocket screws and corner blocks ensuring durability and long-term performance. All wood pieces are finished in a bullnose edge, creating a smooth-to-the-touch feel. The open seat design allows for easy entry and exit.

English Oak with Fabric Upholstery		Natural Oak with Fabric Upholstery	
7105-01-462-0951	Red	7105-01-462-0959	Red
7105-01-462-0952	Burgundy	7105-01-462-0960	Burgundy
7105-01-462-0953	Green	7105-01-462-0961	Green
7105-01-462-0954	Dark Blue	7105-01-462-0962	Dark Blue
7105-01-462-0955	Beige	7105-01-462-0963	Beige
7105-01-462-0956	Brown	7105-01-462-0964	Brown
7105-01-462-0957	Gray	7105-01-462-0965	Gray
7105-01-462-0958	Black	7105-01-462-0966	Black

English Oak with Vinyl Upholstery		Natural Oak with Vinyl Upholstery	
7105-01-462-0967	Red	7105-01-462-0975	Red
7105-01-462-0968	Burgundy	7105-01-462-0976	Burgundy
7105-01-462-0969	Green	7105-01-462-0977	Green
7105-01-462-0970	Dark Blue	7105-01-462-0978	Dark Blue
7105-01-462-0971	Beige	7105-01-462-0979	Beige
7105-01-462-0972	Brown	7105-01-462-0980	Brown
7105-01-462-0973	Gray	7105-01-462-0981	Gray
7105-01-462-0974	Black	7105-01-462-0982	Black

Ergonomic Seating Brochure



7110-01-573-6539 (black)



7110-01-573-6563 (gray)



7110-01-598-1912 (blue)



7110-01-630-5174 (red)



7110-01-630-5176 (black)



7110-01-630-5173 (gray)



7110-01-630-5175 (blue)



7110-01-630-5157 (red)

HIGH BACK TASK CHAIR WITH ADJUSTABLE HEADREST

High back task chair offered with a mesh or upholstered back and upholstered seat includes an adjustable headrest. Office chair features pneumatic height adjustments, adjustable lumbar support, seat slider, synchro-tilt and height adjustable arms with urethane padded arms rest. Seating comes standard with dual hard wheels for use on carpeted floors. Fully Ergonomic. Instructions booklet included.

Workstation Brochure

72" x 96" u-shaped workstation (48 sq ft) with privacy panels includes worksurface (24"d) with 36"h privacy panels. Features B/B/F and F/F mobile pedestal. Includes 48" overhead storage cabinet with flipper door, task light and retractable keyboard platform and mouse tray. Assembly required.



7110-01-541-6604
Gray



7110-01-608-8286
Walnut



7110-01-541-6606
Black



7110-01-541-6613
Light Gray

GSA Global Supply Site Navigation

Users are greeted with two simple options on the homepage...

The screenshot displays the GSA Global Supply homepage. At the top left is the GSA Global Supply logo with the tagline "Your Reliable Government Source". At the top right is the phone number "1-800-525-8027". A left sidebar contains a globe icon and a menu with links: "About GSA Global Supply™", "About GSA", "Request a Catalog", "GSA Advantage!", "Contact Us", and "Help". The main content area features two primary navigation buttons: "BROWSE PRODUCTS" and "ACCOUNT LOGIN". The "ACCOUNT LOGIN" button is highlighted with a red rectangle and contains fields for "User ID:" and "Password:", each with an input box and a "GO" button. Below these fields is a paragraph of text: "To obtain a User ID/Password, please [register](#). If you need a reminder for an existing GSA Global Supply™/Advantage! account please [click here](#)." To the right of the login section is a "Welcome to the new GSA Global Supply™ ordering site!" message, followed by a paragraph about the site's services and a link to "www.gsa.gov/globalsupplyvoconus". Below this is a "WHAT'S NEW?" section with a list of links: "GSA Global Supply expands Strategic Sourcing with JanSan and MRO", "2017 Calendar Refills", "Available: 2016/2017 Office Supply Catalog", "Important changes on GSA Global Supply - Email verification", "Revised Order Acceptance Criteria", "Update on Strategic Sourcing for Office Supply NSNs", "GSA's 2016 Supply Catalog available as an electronic Flipbook", and "Toner and Ink Cartridge Reference Guide". On the far right, there is a "TUTORIAL" section with a "GO" button and a paragraph: "Please click on the GO button to view a tutorial on how to maximize your GSA Global Supply online experience. Topics include: registering, searching, purchasing, checking requisition status and other important GSA Global Supply features."

GSA Global Supply™
Your Reliable Government Source

1-800-525-8027

BROWSE PRODUCTS
Find what you need. Now. **GO**

ACCOUNT LOGIN
User ID:
Password: **GO**

To obtain a User ID/Password, please [register](#). If you need a reminder for an existing GSA Global Supply™/Advantage! account please [click here](#).

Welcome to the new GSA Global Supply™ ordering site!

GSA Global Supply™ is your one-stop source for all your military and agency support needs, from new Tools to Office Supplies. When you order through us, you are assured of regulatory compliance, one bill and global delivery from a reliable government source. There's no need to comparison shop thanks to requisition-based ordering. GSA Global Supply™ guarantees you easy compliance with government acquisition policies and socio-economic regulations. GSA also provides full accountability from order placement through delivery and billing. Ordering from GSA Global Supply™ has never been easier!

GSA has deployed staff in Afghanistan and Kuwait to help customers with training, order tracking and other supply and logistics tasks. Contact information for GSA staff is at www.gsa.gov/globalsupplyvoconus.

WHAT'S NEW?

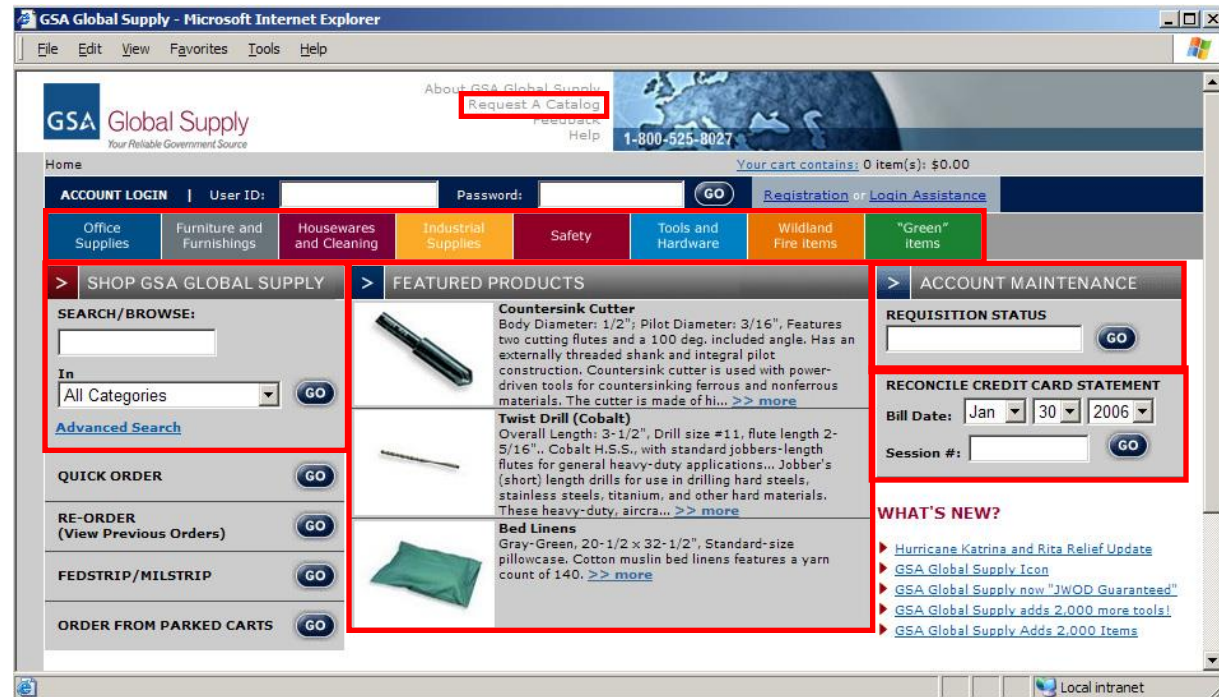
- [GSA Global Supply expands Strategic Sourcing with JanSan and MRO](#)
- [2017 Calendar Refills](#)
- [Available: 2016/2017 Office Supply Catalog](#)
- [Important changes on GSA Global Supply - Email verification](#)
- [Revised Order Acceptance Criteria](#)
- [Update on Strategic Sourcing for Office Supply NSNs](#)
- [GSA's 2016 Supply Catalog available as an electronic Flipbook](#)
- [Toner and Ink Cartridge Reference Guide](#)

TUTORIAL
Please click on the GO button to view a tutorial on how to maximize your GSA Global Supply online experience. Topics include: registering, searching, purchasing, checking requisition status and other important GSA Global Supply features. **GO**

Main Shopping Page – Find what you need, fast.

Before you log in you can:

- Browse products by category
- Keyword search for products
- Request a catalog/catalogs
- View Featured Products
- Check on Requisition Status
- Reconcile credit card statement



Main Shopping Page – Find what you need, fast.

After you log in you can:

- Perform all logged-out activities
- View and re-order prior requisitions, quickly
- Edit Profile – Including address book and payment methods
- Place FED/MILSTRIP Orders
- Order from saved (Parked) carts or view current cart

GSA Global Supply - Microsoft Internet Explorer

File Edit View Favorites Tools Help

About GSA Global Supply
Request A Catalog
Feedback
Help
1-800-525-8027

Home [Your cart contains: 0 item\(s\): \\$0.00](#)

[Logout](#) [Welcome Tester.](#) [Your Home](#) [Your Profile](#) [Your Cart](#) [Your Order Status](#) [Parked Carts](#)

[Office Supplies](#) [Furniture and Furnishings](#) [Housewares and Cleaning](#) [Industrial Supplies](#) [Safety](#) [Tools and Hardware](#) [Wildland Fire Items](#) ["Green" Items](#)

> SHOP GSA GLOBAL SUPPLY

SEARCH/BROWSE:

In [All Categories](#) [GO](#)

[Advanced Search](#)

QUICK ORDER [GO](#)

RE-ORDER

Session #	Date	Total
1305909	01/25/06	\$2,615.60
1305908	01/25/06	\$174.74
1305907	01/25/06	\$141.13

[View All Orders](#)

FEDSTRIP/MILSTRIP [GO](#)

ORDER FROM PARKED CARTS [GO](#)

> FEATURED PRODUCTS

Countersink Cutter
Body Diameter: 1/2"; Pilot Diameter: 3/16". Features two cutting flutes and a 100 deg. included angle. Has an externally threaded shank and integral pilot construction. Countersink cutter is used with power-driven tools for countersinking ferrous and nonferrous materials. The cutter is made of hi... [>> more](#)

Twist Drill (Cobalt)
Overall Length: 3-1/2", Drill size #11, flute length 2-5/16". Cobalt H.S.S., with standard jobbers-length flutes for general heavy-duty applications... Jobber's (short) length drills for use in drilling hard steels, stainless steels, titanium, and other hard materials. These heavy-duty, aircra... [>> more](#)

Bed Linens
Gray-Green, 20-1/2 x 32-1/2". Standard-size pillowcase. Cotton muslin bed linens features a yarn count of 140. [>> more](#)

> ACCOUNT MAINTENANCE

REQUISITION STATUS
 [GO](#)

RECONCILE CREDIT CARD STATEMENT
Bill Date: [Jan](#) [30](#) [2006](#)
Session #: [GO](#)

WHAT'S NEW?

- [Hurricane Katrina and Rita Relief Update](#)
- [GSA Global Supply Icon](#)
- [GSA Global Supply now "3WOD Guaranteed"](#)
- [GSA Global Supply adds 2,000 more tools!](#)
- [GSA Global Supply Adds 2,000 Items](#)

Done Local intranet

Register/Create an Account

- You must register to place a requisition/order with GSA Global Supply
- Without an ID/Password, you **may** search items but **not** purchase them
- If you have a *GSA Advantage!* login name and password, you may use it on Global Supply
- If you need to create an ID/Password, please click on the “GO” link next to Shop Now (See screenshot)
- You will be directed to the Main Shopping page where you may Register (next to customer login)



More on Registering

- From the Main Shopping page, you will be directed to fill out this form to create an account
- You must fill in all boxes marked with an asterisk (*)
- Click on Register once finished
- Then you are ready to shop!

Member Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Member Registration

In order to purchase items and use many of the enhanced features of GSA Global Supply, you must register a unique User ID and a method of payment. If you have Javascript disabled on your browser, bypass the bureau selection and complete the registration, you will be prompted to select a bureau.

MEMBER REGISTRATION

Agency*
- Select an Agency -

Bureau Code* (if your bureau is not listed, please select the bureau that matches your agency)
-- Select a Bureau --

First Name* **Last Name***

Phone* **Fax**


Email Address*

Enter a U.S. Shipping Address below. This is going to be your default shipping address. (APO/FPO Customers - enter city as APO or FPO, state as AA, AE or AP, then enter APO or FPO zip code):

Shipping Address Line 1 **Shipping Address Line 2**

City **State or Province**

Zip Code*

 Please be sure to print out this page or write down your User ID, Password, and answer to the question below for your records!

User ID* (Must be at least six (6) characters long)

Secret Question:
What is your mother's maiden name?
(Enter a word or something you will remember.
This secret answer will be needed should you lose
your User ID or Password).

Password* (Must be at least eight (8) characters long)

Re-enter Password*

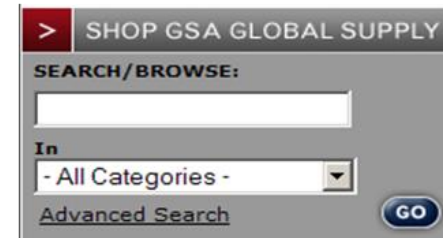
Password Hint*

Done Local intranet

Searching for items from the Main Shopping page

- There are two primary searching options:

1. By keyword with optional category:



The screenshot shows a search interface for 'SHOP GSA GLOBAL SUPPLY'. It features a 'SEARCH/BROWSE:' section with a text input field. Below this is a dropdown menu labeled 'In' with the option '- All Categories -'. There is a link for 'Advanced Search' and a 'GO' button.

2. By category:



1. Search by Keyword and Category

- In the Search/Browse box, type in the product you are searching for (e.g. bed)
- If you know the category you'd like to search within, select one from the drop down list (for this example we chose "Furniture and Furnishings")
- If more than one category is applicable, leave it as *All Categories*
- Click GO to see Search Results

> SHOP GSA GLOBAL SUPPLY™

SEARCH/BROWSE:

bed

In

All Categories ▼

All Categories

Office Supplies

Furniture and Furnishings

Housewares and Cleaning

Industrial Supplies

Safety

Tools and Hardware

"Green" Items

Computer Products

Disaster Relief

GO

GO

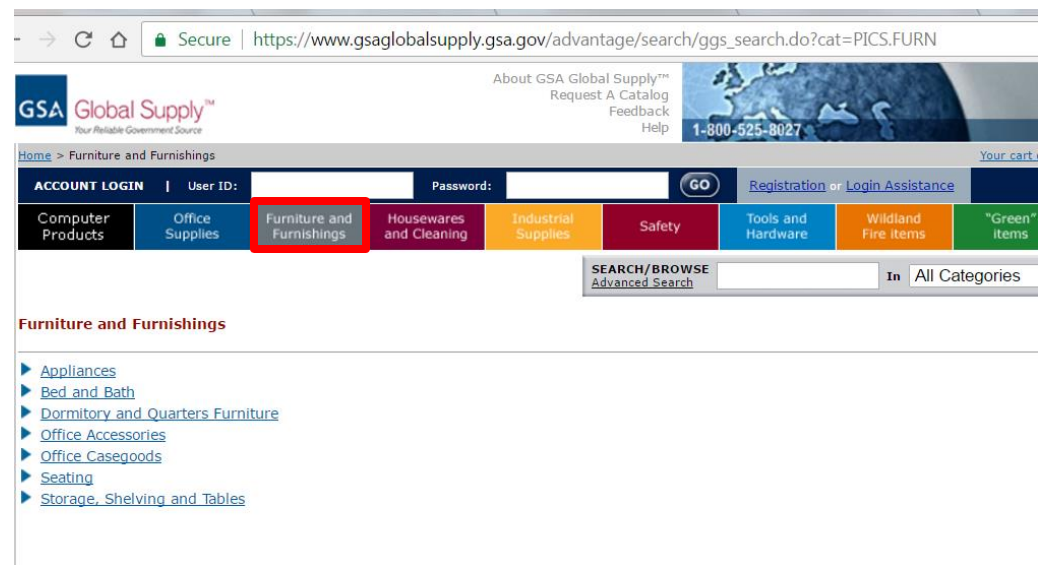
GO

GO

GO

2. Search by Category

- Another way to find “bed” is to click on the Furniture and Furnishings Category tab to bring up additional categories
- This brings up a series of screens that will drill further down into the category you are searching
- At any time, you can back up by simply hitting the Back button or following the breadcrumb links above the search results



Search Results

- The Search Results page displays a listing of the items that matched your keyword search
- Click on the NSN/Product # to get detailed information on product
- You can lessen the number of results by clicking on one of the suggested categories
- Sort your results by selecting a category from the drop down menu

The screenshot shows the GSA Global Supply search results page. The URL is https://www.gsaglobalsupply.gsa.gov/advantage/search/ggs_search.do. The page header includes the GSA logo, navigation links (Home, Search Results, Furniture and Furnishings), and a search bar. The search results section shows 57 products found for 'Furniture and Furnishings' and 'bed'. A red box highlights the 'SUGGESTED CATEGORIES' section, which includes 'Dormitory and Quarters Furniture (31)' and 'Bedding (26)'. Another red box highlights the 'Sort By: Most relevant' dropdown menu and the 'Sort It' button. Below the suggested categories, there is a table of search results with columns for NSN/Mfr Part #/Product, Price/Delivery, Qty, and Photo.

NSN/Mfr Part #/Product	Price/Delivery	Qty	Photo
7105-01-462-1124 Bed Dark Oak, 1065 mm W (42 in.) x 2155 mm L (84 3/4 in.) x 940 mm H (37 in.). Drawers open on the left side. The platform bed (also called a captain's bed) includes a solid panel head... [More product details] Manufacturer: N/A Contractor: GSA Global Supply	\$715.76 EA 63 days	<input type="text"/> Add to Cart	
7105-01-346-5998 Bed Light Oak, 42" W x 85" L x 37" H. Two under bed drawer units placed side by side may be added for extra storage space. See NSNs 7105-01-346-8947, 7105-01-456-3074 and 7105-01-456-3... [More product details] Manufacturer: N/A Contractor: GSA Global Supply	\$289.80 EA 63 days	<input type="text"/> Add to Cart	

Search Results

Avoid getting too many results!

- You can limit your returns by searching for a more specific term within the results
- You can also restrict your search at the bottom of the screen:

- Limit by category
- Limit by price range
- Limit by product type

Secure | https://www.gsaglobalsupply.gsa.gov/advantage/search/ggs_search.do#Refine

GSA Global Supply™
Your Reliable Government Source
About GSA Global Supply™ | Request A Catalog | Feedback | Help | 1-800-525-8027

Home > Search Results > Furniture and Furnishings

ACCOUNT LOGIN | User ID: | Password: | GO | Registration or Login Assistance

Computer Products | Office Supplies | Furniture and Furnishings | Housewares and Cleaning | Industrial Supplies | Safety | Tools and Hardware | Wildland Fire Items | "Green" Items | Disaster Relief

SEARCH/BROWSE Advanced Search | In All Categories | GO

Search Results

Found 57 products for **Furniture and Furnishings** and **bed** | Sort By: Most relevant | Sort It

SUGGESTED CATEGORIES
► Dormitory and Quarters Furniture (31) ► Bedding (26)

Search within results (all words) | Find It | More "Refine" Options | Page: 1 2 3

NSN / Mfr Part # / Product	Price/Delivery	Qty	Photo
7105-01-462-1124 Bed Dark Oak, 1065 mm W (42 in.) x 2155 mm L (84 3/4 in.) x 940 mm H (37 in.), Drawers open on the left side. The platform bed (also called a captain's bed) includes a solid panel head... [More product details] Manufacturer: N/A Contractor: GSA Global Supply	\$715.76 EA 63 days	<input type="text"/> Add to Cart	 Shown in Natural Oak
7105-01-346-5998 Bed Light Oak, 42" W x 85" L x 37" H, Two under bed drawer units placed side by side may be added for extra storage space. See NSNs 7105-01-346-8947, 7105-01-456-3074 and 7105-01-456-3... [More product details] Manufacturer: N/A Contractor: GSA Global Supply	\$289.80 EA 63 days	<input type="text"/> Add to Cart	 Shown in Natural Oak Finish

RESTRICT YOUR SEARCH (all entries are optional)

Price more than \$ Price less than \$ GO

Limit to

☐ PRIME Program items (18) ☐ AbilityOne/NIB/NISH mandatory items (13)

☐ UNICOR mandatory items (12)

Product Detail

- This page displays product information such as price (shipping is included), unit of issue, size, color min/max order quantity, F.O.B, etc...
- Review this information carefully and thoroughly to ensure receipt of the correct product
- If you are ready to purchase, enter the quantity desired and click "Add to Cart"

The screenshot shows the GSA Global Supply website interface. At the top, there's a navigation bar with 'Learn > Discuss > Connect' and 'Interact'. Below this is a header section with the GSA Global Supply logo, a 'Secure' indicator, and a URL: <https://www.gsaglobalsupply.gsa.gov/advantage/cart/enterZip.do?>. The header also includes links for 'About GSA Global Supply', 'Request A Catalog', 'Feedback', and 'Help', along with a phone number: 1-800-525-8027.

The main content area is titled 'Product Detail' and features a 'To Order:' section with instructions: 'Enter desired quantity and click "Add To Cart". When applicable, discounts will be reflected on your order based upon the quantity ordered.'

The product details are organized into three columns:

- Product Information:**
 - CONTRACTOR: GSA Global Supply
 - Product: BED [BED, NONADJUSTABLE]
 - NSN/Mfr Part #: 7105-01-346-5998
 - Manufacturer: N/A
 - Description: Light Oak, 42" W x 85" L x 37" H, RODCO-BRANDT, Two under bed drawer units placed side by side may be added for extra storage space. See NSNs 7105-01-346-8947, 7105-01-456-3074 and 7105-01-456-3079. This heavy-duty, stackable bed has a brown finished steel frame with wood head and foot boards and decorative wood side rails. Two bed units can be made into a bunk bed. The bed will accommodate a 39 x 80" mattress. Contemporary Oak style furniture. Made in USA by Rodco Brandt and shipped fully assembled.
- Delivery and Pricing:**
 - Delivery Time: 63 days
 - Unit Price: **\$289.80**
 - Discounts: 1 - 999999 \$289.80
 - Unit: EA
 - Color: Light Oak
 - NSN #: 7105-01-346-5998
 - Max. per Order: \$1,000,000.00
 - Stock Status: [Direct Delivery](#)
 - F.O.B: D
- Photo:** A small image of the bed is shown.

At the bottom of the product details, there is a 'Qty:' input field and an 'Add to Cart' button, which are highlighted with a red rectangle.

My Cart

Secure | <https://www.gsaglobalsupply.gsa.gov/advantage/cart/addCart.do>

GSA Global Supply™
Your Reliable Government Source

About GSA Global Supply™
Request A Catalog
Feedback
Help
1-800-525-8027

Home | Your cart contains: 1 item(s): \$579.60

ACCOUNT LOGIN | User ID: | Password: | GO | Registration or Login Assistance

Computer Products | Office Supplies | Furniture and Furnishings | Housewares and Cleaning | Industrial Supplies | Safety | Tools and Hardware | Wildland Fire Items | "Green" Items | Disaster Relief

My Cart

[Continue Shopping](#)

WARNING: IF YOU HAVE TO LEAVE THIS CART FOR 60 MINUTES OR LONGER, BE SURE TO PARK THE CART TO AVOID LOSING YOUR DATA.

Notes	NSN/Mfr. Part No.	Unit Price	Qty	Total Price	Item Details	Remove
	7105-01-346-5998 BED	\$289.80EA	2	\$579.60	Direct Delivery	<input type="checkbox"/>


Cart Total: \$579.60

[Park Cart](#) [Update Cart](#) [Checkout](#)

- The My Cart screen allows you to review your current order
- Add more products by simply clicking Continue Shopping, Home or enter a keyword in the Search box (Note: your cart will not be cleared)
- When your order is complete, click Checkout to begin the checkout process

Note: If you are not logged-in when clicking Checkout you will be prompted to do so.

Placing an Order/Requisition (FEDSTRIP)



About GSA Global Supply™
Request A Catalog
Feedback
Help
1-800-525-8027

Home

Your cart contains: 0 item(s): \$0.00

Logout Welcome JOHN. Your Home Your Profile Your Cart Your Order Status Parked Carts

Computer Products Office Supplies Furniture and Furnishings Housewares and Cleaning Industrial Supplies Safety Tools and Hardware Wildland Fire Items "Green" Items Disaster Relief

SHOP GSA GLOBAL SUPPLY™

SEARCH/BROWSE:

In
All Categories

[Advanced Search](#)

QUICK ORDER


RE-ORDER

Session #	Date	Total
View All Orders		


FEDSTRIP/MILSTRIP

ORDER FROM PARKED CARTS


FEATURED PRODUCTS




30% Postconsumer Paper
Hassle-free performance in copiers, laser and inkjet printers, plain paper fax machines and multifunction machines. This 92 bright paper provides excellent print contrast. Designed to stay flat and not curl. Perfect for correspondence, as well as presentations. Paper has a 20-lb. basis weight. [>> more](#)



Paper/CD Shredder
Machine strip cuts to 1/8" and will also cut disks, CD's/ DVS's, paper clips, and credit cards. Cuts up to 24 sheets of paper per pass. Features a 10" wide top feed and a 22 gallon waste capacity. Recommended for offices with three to four users. Hardened steel rollers ensure a lasting precise cu... [>> more](#)



Ergonomic Office Chair
High back mesh back task chair with upholstered waterfall designed seat and integrated headrest. Also available with an Adjustable Headrest, see NSN # 7110-01-573-6539. Chair is fully ergonomic which allows chair to be adjusted for different tasks and individual user preferences. Office chair f... [>> more](#)



Folding Table
Rectangular bi-fold table can support 250 lbs. evenly distributed. Lightweight, easy-to-move tables are made of blow-molded plastic resin and sturdy steel frame with durable powder-coated finish. Tables are resistant to water, stains, scratches and impact. Fold-away legs allow easy storage and t... [>> more](#)

ACCOUNT MAINTENANCE

REQUISITION STATUS

RECONCILE CREDIT CARD STATEMENT

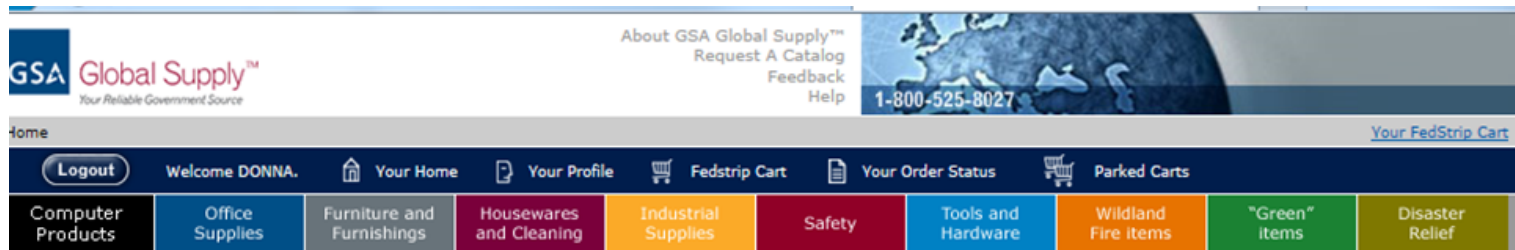
Bill Date: Jan 13 2017

Session #:

WHAT'S NEW?

- ▶ [GSA Global Supply expands Strategic Sourcing with JanSan and MRO](#)
- ▶ [2017 Calendar Refills](#)
- ▶ [Available: 2016/2017 Office Supply Catalog](#)
- ▶ [Important changes on GSA Global Supply - Email verification](#)
- ▶ [Revised Order Acceptance Criteria](#)
- ▶ [Update on Strategic Sourcing for Office Supply NSNs](#)
- ▶ [GSA's 2016 Supply Catalog available as an electronic Flipbook](#)
- ▶ [Toner and Ink Cartridge Reference Guide](#)

Placing an Order/Requisition (FEDSTRIP) cont.



Instructions: In order to use FEDSTRIP Ordering on GSA Global Supply, you must have an Activity Address Code (AAC) and an AAC Password.

Activity Address Code (AAC)

AAC*

Password

[Apply For AAC](#)
[Apply for Password](#)

FEDSTRIP Screen

- “Form” is populated with info from your profile
- Fill in desired NSN and quantity
- Add lines if needed for large order
- Revise codes across top, if needed
- Top right has link to FEDSTRIP Guide for reference on codes, etc.

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Computer Products | **Office Supplies** | **Furniture and Furnishings** | **Household and Cleaning** | **Industrial Supplies** | **Safety** | **Tools and Hardware** | **Automotive and Marine** | **"Green" Items** | **Disaster Relief**

Instructions: Complete the necessary FEDSTRIP ordering data below. Common data has been pre-filled based upon your FEDSTRIP Profile.

- To enter exception data for a line item (i.e., mark-for, inside delivery, etc.), click [E](#).
- To request regular delivery of GSA stocked items click the "Phased Delivery" link.
- Requisition status is also available for all requisitions and is not limited to requisitions submitted through GSA Advantage! FEDSTRIP ordering.

**** Mandatory field** [Click here for an expanded view \(allows you to vary common data for each requisition\)](#)

*DOC ID	*NIC	*HLS	*AAC	*Julian Date	Suppl Address	*SIG	*Fund Code	Dist Code	Proj Code	*Priority	Req Cat Date	Adv Code	Add Exception
AGA	GSA	D	4751FM	7013		A	00			00			E

***NSN (all 13 digits)** (Ex. 751001231234)

US	*Qty	*Serial
		4940
		4947
		4948
		4949
		4950
		4951
		4952
		4953
		4954
		4955

Add 10 blank lines [Add Lines](#) [Continue](#)

Other FEDSTRIP Resources

- [Requisition Status](#)
- [FEDSTRIP Guide](#)
- [Add an AAC](#)
- [FEDSTRIP Profile](#)
- [Phased Delivery](#)

Placing an Order

Step 1: Select Method of Payment

- If you are paying by Government Purchase Card (GPC), you may select one from your profile, or you may enter a new one
- Note: When using a GPC you may specify Line Item or Consolidated billing
- If you are using an Activity Address Code (DoDAAC/AAC), select one from your profile or enter a new one
- Click Continue to move to the next step of the checkout process

Select Method of Payment - Microsoft Internet Explorer

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Home Your cart contains: 1 item(s): \$90.80

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Select Method of Payment

[Back to Cart](#)

> PURCHASE CARD

Choose a Purchase card from your current Profile:
-Select Purchase Card-

Enter a new Purchase card:

Purchase Card Number:

Name as it appears on card:

Expiration Date: -Month- -Year-

Billing Option: Line Item Billing

Ordering from a catalog or brochure? Enter your catalog code below. (Fill in the catalog code from the back of your publication to help serve you better.)

ENTER CATALOG CODE:

[Continue](#)

> ACTIVITY ADDRESS CODE

Choose an AAC from your user Profile:
-Select AAC-

Enter a new AAC:

AAC:

Password:

Ordering from a catalog or brochure? Enter your catalog code below. (Fill in the catalog code from the back of your publication to help serve you better.)

ENTER CATALOG CODE:

[Continue](#)

[Apply For AAC](#) [Apply for a Password](#)

Done Local intranet

Placing an Order continued

Step 2: Verify Purchase Information

- On this screen you need to verify that your shipping information and individual receiving info are accurate
- To select a different shipping address from your profile, click Edit (default is displayed)
- Any address you enter in the shipping information will be treated as a one-time use and will not be saved in your profile
- To save an address, you must enter it in your profile, by clicking Edit
- Click Continue

The screenshot shows a web browser window titled "Select Destination - Microsoft Internet Explorer". The page is for "GSA Global Supply" with the tagline "Your Reliable Government Source". The top navigation bar includes links for "Home", "Logout", "Welcome Tester.", "Your Home", "Your Profile", "Your Cart", "Your Order Status", and "Parked Carts". Below this is a category bar with "Office Supplies", "Furniture and Furnishings", "Housewares and Cleaning", "Industrial Supplies", "Safety", "Tools and Hardware", "Wildland Fire Items", and "Green Items". The main content area is titled "Verify Purchase Information" and contains three sections: "CUSTOMER INFORMATION", "SHIPPING INFORMATION", and "INDIVIDUAL RECEIVING INFO".

CUSTOMER INFORMATION

First Name: Tester
Last Name: One
Phone: 7033333333
Fax:
Email: expo1@gsa.gov
Agency: General Services Administration
[Update](#)

SHIPPING INFORMATION

Agency: GSA
Address 1: 1901 S. BELL STREET
Address 2: SUITE 1005
City: Arlington
State: VA - Virginia
Zip Code: 22202
[Edit](#)

Click continue to proceed with address above or click "Edit" to select an address from your address book.

INDIVIDUAL RECEIVING INFO

Please enter the name and phone number of the individual receiving the shipping.

Name: John Doe
Phone: 555-555-5555
Email: john.doe@gsa.gov

[Back to Cart](#) [Continue](#)

Placing An Order continued

Step 3: Process Your Order

- On this page you are given a final review of your requisition
- You may also select whether it contains items for Emergency Support using the drop down menu
- Click Process Order to transmit your order to GSA Global Supply
- Please DO NOT click Back once you click Process Order as it may create a duplicate order

Process Advantage Order - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Home Your cart contains: 1 item(s): \$90.80

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Process Your Order

Note: If your order contains items for emergency support efforts, please identify these orders by selecting the effort in the Emergency Support column. GSA will work to expedite these orders.

The table below includes a summary of the GSA Global Supply requisition you are about to place. If your agency requires you to submit Appropriation Data with your requisition, please click on the Optional link beneath the Appropriation Data heading. To cancel the requisition below, please check the Cancel Order box and click on Process Order. (Note: this will require you to start the entire purchase process over again) To edit a single line item, please click on Back to Cart to make simple corrections. To suspend the current checkout process and save your current cart, please click on Park Cart.

Once you have reviewed and finalized your requisition, please click on the "Process Order" button to complete the transaction. Thank you for your order!

PURCHASE ORDERS/REQUISITIONS					
PO#	Vendor	Number of Items	Order Total	Cancel Order	Emergency Support
GSA	GSA	1	\$90.80	<input type="checkbox"/>	n/a

NSN / Mfr Part #	Description	Qty	Price	Total
7530-01-398-2682	Copier Paper	10	\$9.08	\$90.80

Grand Total: \$90.80

Back to Cart Park Cart Process Order

Done Local intranet

Placing An Order continued

Step 4: Order Confirmation

- Once you've submitted your order a message will appear confirming receipt of your order
- From this screen you can either log-out or go back to the Main Shopping Page by clicking on the Shop button

Order Confirmation - Microsoft Internet Explorer

Address: http://gsaadvantage-test.fss.gsa.gov/advgsa/advantage/checkout/ggs_order_confirm.do?BV_UseBVCookie=Yes&xyz=996

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Home [Your cart contains: 0 item\(s\): \\$0.00](#)

[Logout](#) [Welcome Tester.](#) [Your Home](#) [Your Profile](#) [Your Cart](#) [Your Order Status](#) [Parked Carts](#)

[Office Supplies](#) [Furniture and Furnishings](#) [Housewares and Cleaning](#) [Industrial Supplies](#) [Safety](#) [Tools and Hardware](#) [Wildland Fire Items](#) ["Green" Items](#)

Order Confirmation

Thank you for shopping GSA Global Supply. An e-mail confirmation was sent to expo1@gsa.gov on Feb 1, 2006.

CONFIRMATION

Session No.: **1207950** GSA Orders: The following item(s) have been successfully received by GSA and are scheduled to be delivered in the time frames shown. To obtain order status on an item, click on "Order Status" from the GSA Global Supply Main Menu.
 Date: **Feb 1, 2006**
 Order Total: **\$90.80**
 Ordering Officer: **Tester One**

Requisition Number	NSN	Delivery	QTY	Unit Price	Total	Ship to
GY9J5860323282	Copier Paper 7530-01-398-2682	2-7 days (CONUS)	10	\$9.08 RM	\$90.80	1

Shipping Address(es):

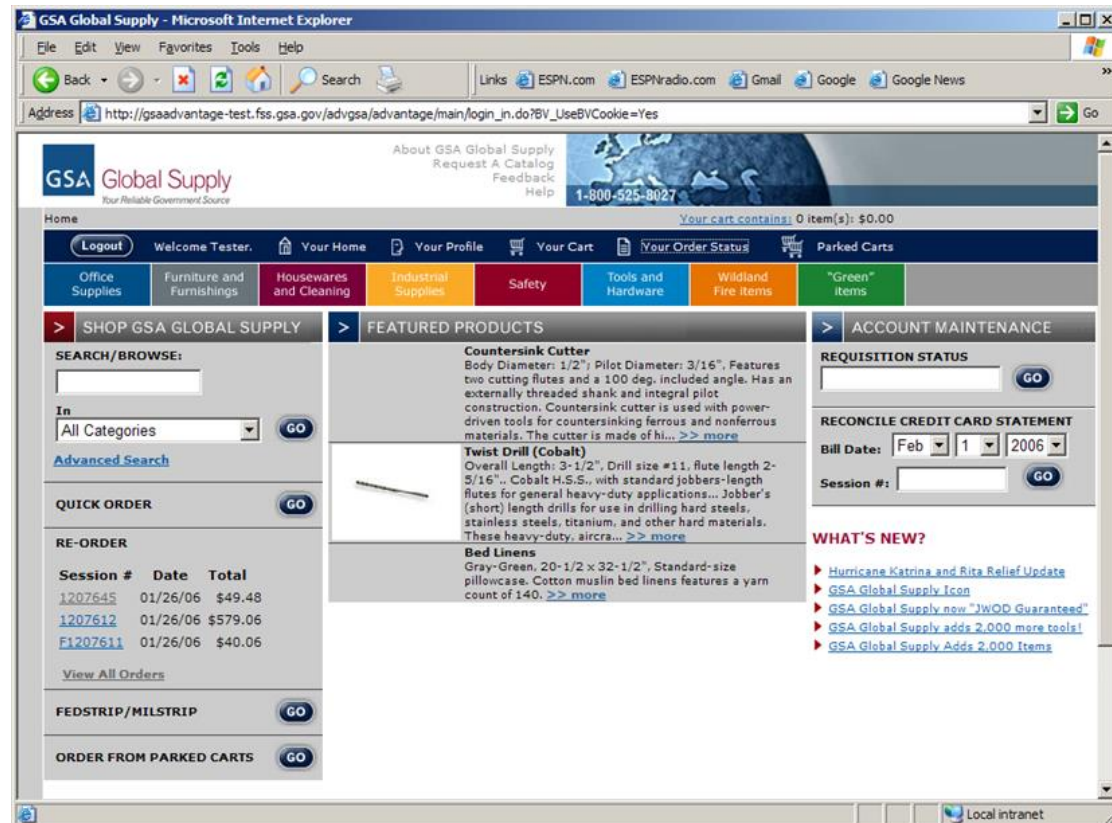
Address1
 GSA
 1901 S. BELL STREET
 SUITE 1005
 Arlington, VA 22202
 Mark for: GEORGE ADAM703-605-2551

[Logout](#) [Shop](#)

Done Local intranet

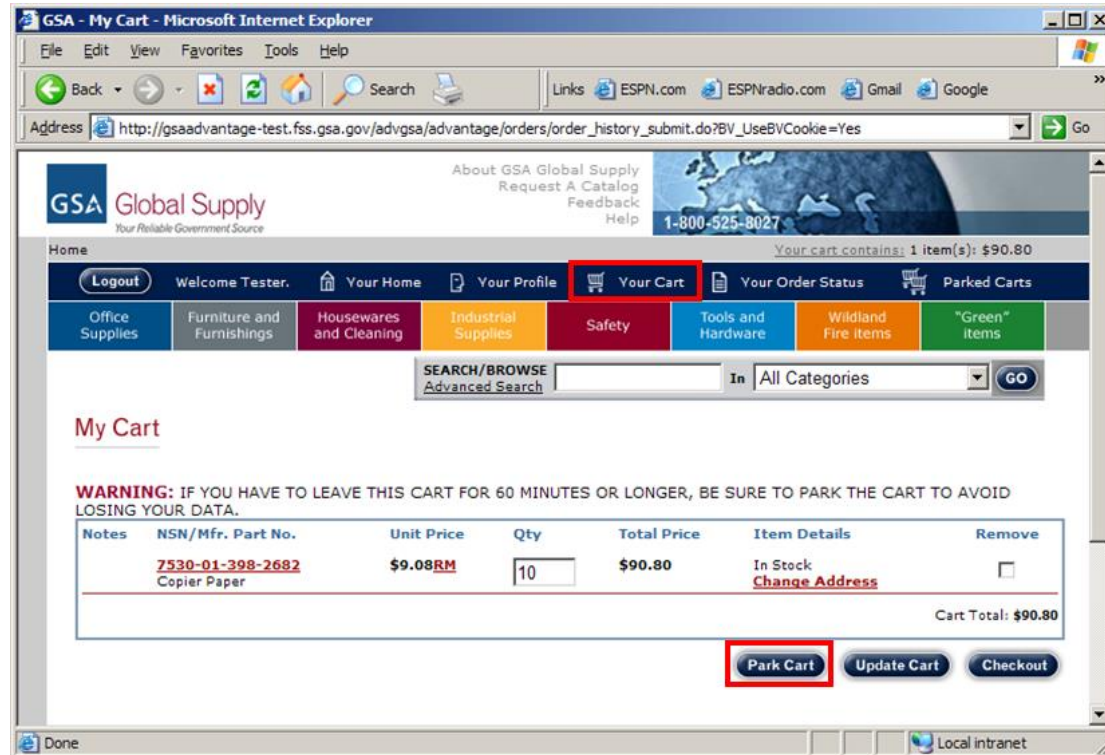
Checking Order Status

- Login using the Main Toolbar
- Click on Your Order Status in the Main Toolbar
- This will allow you to see the status of any orders placed on the GSA Global Supply site or GSA Advantage!
- To see the status of other requisitions, please enter your requisition number in the status box under Account Maintenance



Parking Carts

- “Parking a Cart” is saving a cart for later use
- You can email a Parked Cart to others or add products
- To park a cart, you must login and go to the My Cart screen, accessed from the Main Toolbar (Your Cart)
- Once you have items in your cart, click on Park Cart to save your cart for later



Parking Carts continued

- To park your cart, you must first give your cart a name (in this example *John Doe's Cart*)
- If you would like to password protect your cart, you may do so by entering it into the Cart Password textbox
- Check the box below Cart Name if you would like to clear your shopping cart once you have parked your cart
- Click Park Cart to continue

Save Cart - Microsoft Internet Explorer

Address: https://gsaadvantage-test.fss.gsa.gov/advgsa/advantage/parkcart/save_parkcart.do?BV_UseBVCookie=Yes

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SEARCH/BROWSE In

Save Cart

Note: Prices are subject to change and may be different when the cart is retrieved.

> PARK CART

Enter a name for your Parked Cart. Password is optional. If you enter a Cart Name that you are already using, the contents will be 'overwritten' by the contents of the cart you are now saving.

Cart Name Cart Password (optional)

☒ Clear my Shopping Cart after Parking

> YOUR CURRENT PARKED CARTS

Cart #	Cart Name
--------	-----------

https://gsaadvantage-test.fss.gsa.gov/advgsa/advantage/search/search.do?BV_UseBVCookie=Yes&cat=GGS.10 Local intranet

Parking Carts continued

- Once you have parked your cart you will see it listed under Your Current Parked Carts
- To retrieve your Parked Cart, return to this page
- You can access this page by clicking on the Parked Carts icon in the Main Toolbar

Save Cart - Microsoft Internet Explorer

Address: https://gsaadvantage-test.fss.gsa.gov/advgsa/advantage/parkcart/save_parkcart.do?BV_UseBVCookie=Yes

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Your cart contains: 0 item(s): \$0.00

Logout Welcome Tester. Your Home Your Profile Your Cart Your Order Status Parked Carts

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SEARCH/BROWSE In All Categories GO

Save Cart

Note: Prices are subject to change and may be different when the cart is retrieved.

> PARK CART

Enter a name for your Parked Cart. Password is optional. If you enter a Cart Name that you are already using, the contents will be 'overwritten' by the contents of the cart you are now saving.

Cart Name: John Doe's Cart Cart Password(optional):

☒ Clear my Shopping Cart after Parking

Park Cart

> YOUR CURRENT PARKED CARTS

Cart #	Cart Name
377858	John Doe's Cart

Retrieving a Parked Cart

- To start, click on the Parked Carts icon in the Main Toolbar (this can generally be accessed at the top of any screen when you are logged-in)
- To retrieve your Parked Cart, simply click on the name of the cart you want to retrieve and the cart will appear below
- To email the cart to another person, click Forward Cart and enter the recipient's email address
- To place the contents of the Parked Cart into a new cart, click Add to Shopping Cart

My Parked Cart - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Links ESPN.com ESPNradio.com Gmail Google

Address http://gsaadvantage-test.fss.gsa.gov/advgsa/advantage/parkedcart.do?BV_UseBVCookie=Yes&action=Detail&id=3964 Go

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Home Your cart contains: 0 item(s): \$0.00

Logout Welcome Tester. Your Home Your Profile Your Cart Your Order Status **Parked Carts**

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SEARCH/BROWSE In All Categories GO

Manage My Parked Carts

Instructions: Click the "Cart Name" link to view the cart's contents, edit the cart name, or add or change a cart's password. To "Retrieve" a cart see the instructions below.

Cart #	Cart Name	Password	Remove
377858	John Doe's Cart	No	

RETRIEVE A PARKED CART

To retrieve a cart someone has forwarded to you, enter the cart number and password (if a password was assigned) and click 'Retrieve Cart'.

Cart # Password (if necessary)

Retrieve

PARKED CART CONTENTS

Cart # 377858 Product Copier Paper NSN/MFR Part # 7530-01-398-2682

Cart Name John Doe's Cart **Forward Cart** **Add to Shopping Cart**

Password

Re-enter New Password

Update

Local intranet

Quick Order

- A Quick Order is an easy way to place an order if you know the exact NSN of the product you wish to purchase
- To place this type of order, click on Quick Order (left side of Main Shopping Page)
- On this screen, simply type in each NSN you would like and the quantity desired
- From this point you can either 1.) add the NSNs and return back to the Quick Order screen or 2.) add the NSNs and proceed to the cart to checkout

Quick Order - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Links ESPN.com ESPNradio.com Gmail Google

Address http://gsaadvantage-test.fss.gsa.gov/advgsa/advantage/ordering/quick_ordering.do?BV_UseBVCookie=Yes Go

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Home
Your cart contains: 0 item(s): \$0.00

Logout Welcome Tester. Your Home Your Profile Your Cart Your Order Status Parked Carts

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SEARCH/BROWSE Advanced Search In All Categories GO

Quick Order

Quick Order is a tool for quickly placing National Stock Numbers (NSNs) into your GSA Global Supply Shopping Cart. Just enter the NSNs along with the desired quantities, then click "Add to Cart" to add the NSNs to your Shopping Cart and continue with checkout or "Continue Quick Order" to add these items and add some more items to your Shopping Cart.

NSN #	Qty	Delete
7530-01-398-2682	10	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Add & Continue Quick Order Add & Go To Shopping Cart

Local intranet

Resources

- GSA Global Supply™ www.gsaglobalsupply.gsa.gov or GSA Advantage!® www.gsaadvantage.gov ordering sites
- Color brochures of every NSN furniture product line with ordering information - www.gsa.gov/furniturensn
- Email furniture@gsa.gov with questions about any of GSA's furniture buying programs or to request acquisition advice.
- Check out the Furniture hallway under Office Management in the Acquisition Gateway (<https://hallways.cap.gsa.gov>).
 - *Connect with furniture buying community members and access expert articles, the solution finder, and other helpful tools and resources online*
- Contact the National Customer Service Center (NCSC) ncsccustomer.service@gsa.gov or Phone 800-488-3111